

How to Upload Agency Documents in e2Fulton

1. Log into [e2Fulton](#)
Note- Only someone with access to the Electronic Contracts Module can upload the agency documents. Please reach out to the [e2Fulton Support](#) if you need assistance with access.
2. Navigate to the **Procurement** module tab.
3. Under the Overview Tab there will be a Contract Modification option for each funding source your agency receives. Part A documents need to go under the FY22 Part A Contract Modification and EHE documents go under the FY22 EHE Contract Modification.
4. Select **Initial Submission** for the appropriate funding source.

The screenshot shows the e2Fulton Procurement Overview page. The 'Procurement' tab is highlighted in red. The page displays the following information:

- Process Type:** -- Show All --
- Funding Source:** -- Show All --
- Submit** button
- 2 Open Tasks** (in red)
- 0 Approved/Live** (in green)
- Task List** table:

Contract	FY/CY	Process Type	Document	Status	Next
FY22 Part A	FY2022	Contract Modification	All Budget	Not Started	Initial Submission
FY21 Part A	FY2021	New Contract Negotiation		Rejected	

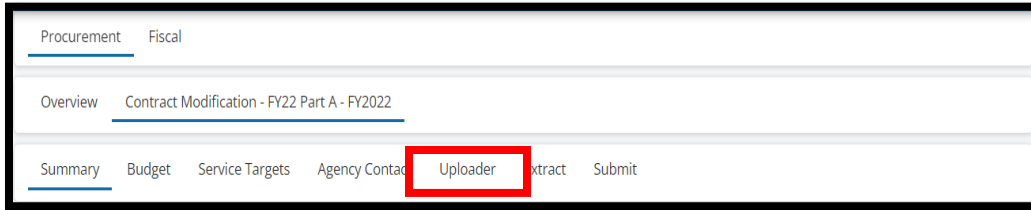
Below the table is a section for **Pending Items & Approved/Live** with columns for Contract, FY/CY, Process Type, Document, and Status.

5. A confirmation page will open, select **Confirm**.

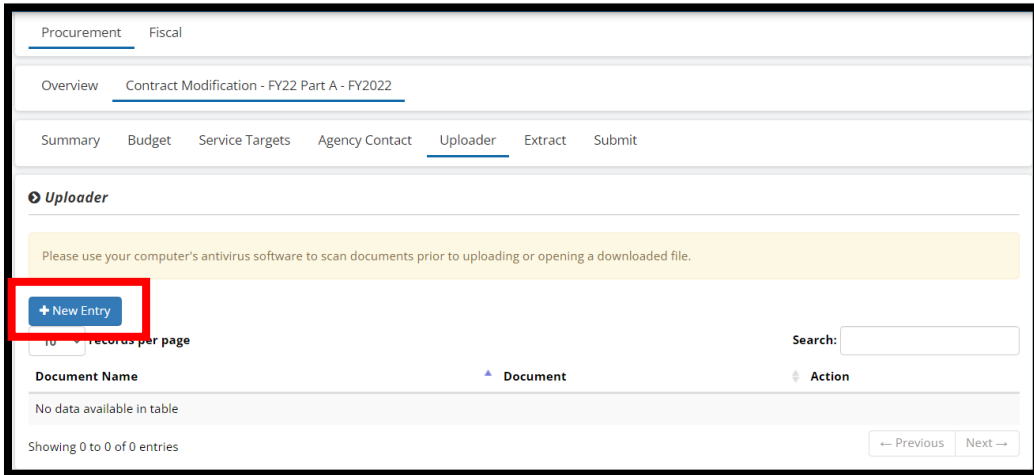
The screenshot shows the e2Fulton Confirmation page for creating a Contract Modification. The page displays the following information:

- Procurement** and **Fiscal** tabs
- Overview** section
- New Contract** section
- Confirmation Required** message
- Text: "You are about to create a **Contract Modification** for **FY22 Part A**"
- Text: "Once you click the Continue button below, you will be taken to the Contract Modification data entry screen. The Contract Modification will be open for data entry until the appropriate administrator submits the Contract Modification to Fulton County."
- Confirm** button (highlighted in red)

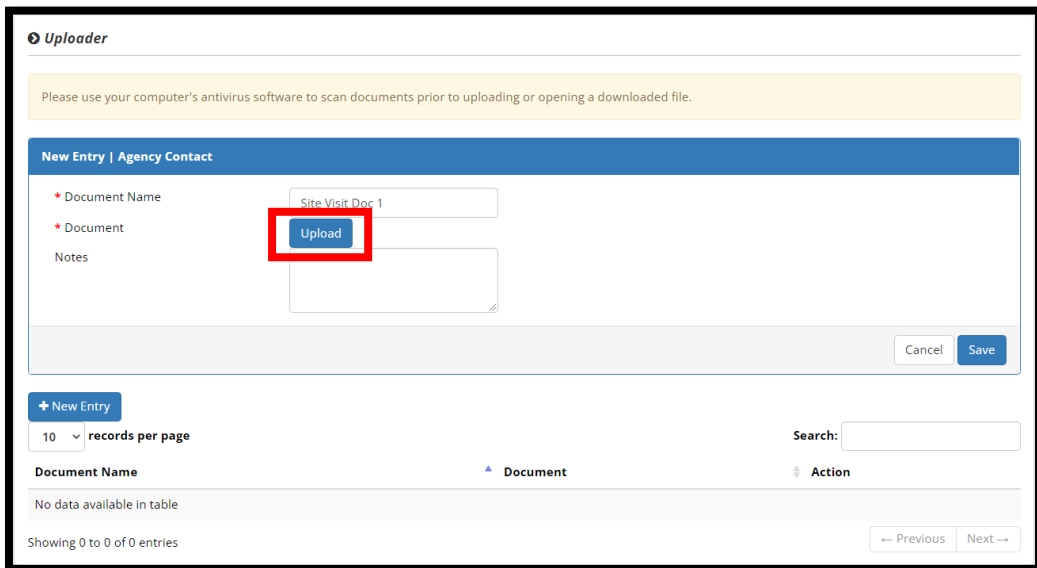
6. Then, navigate to the **Uploader** tab.



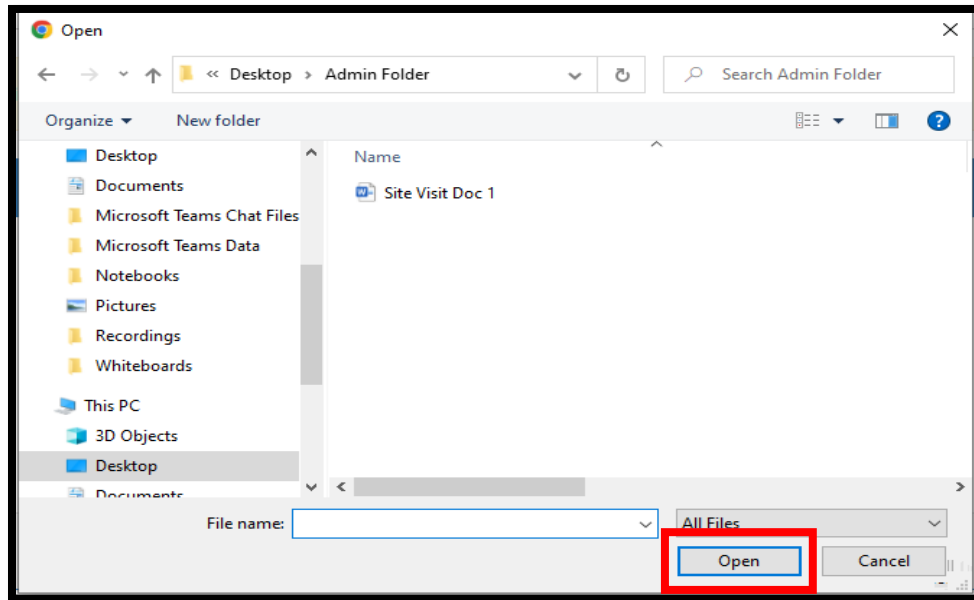
7. Select **New Entry**



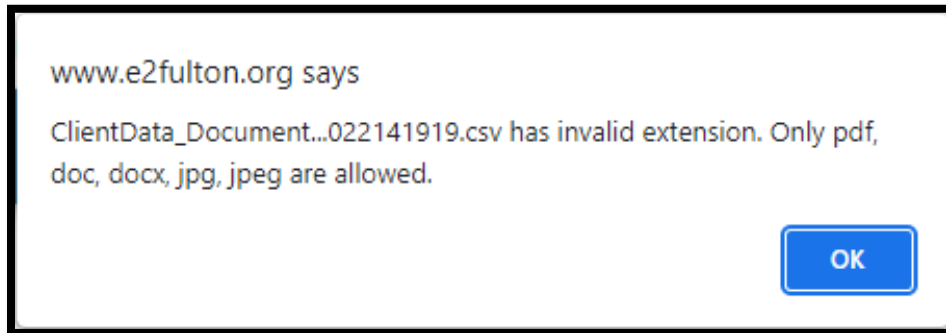
8. A **New Entry** box will appear, add the **Document Name** and select **Upload**.



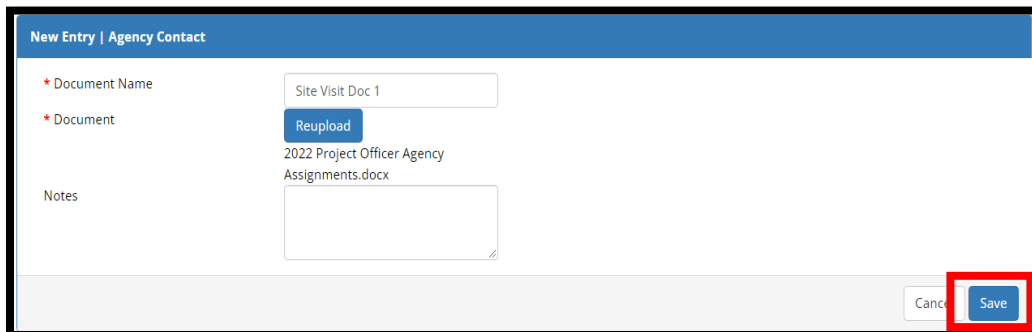
9. Find and select the desired document and select **Open**.



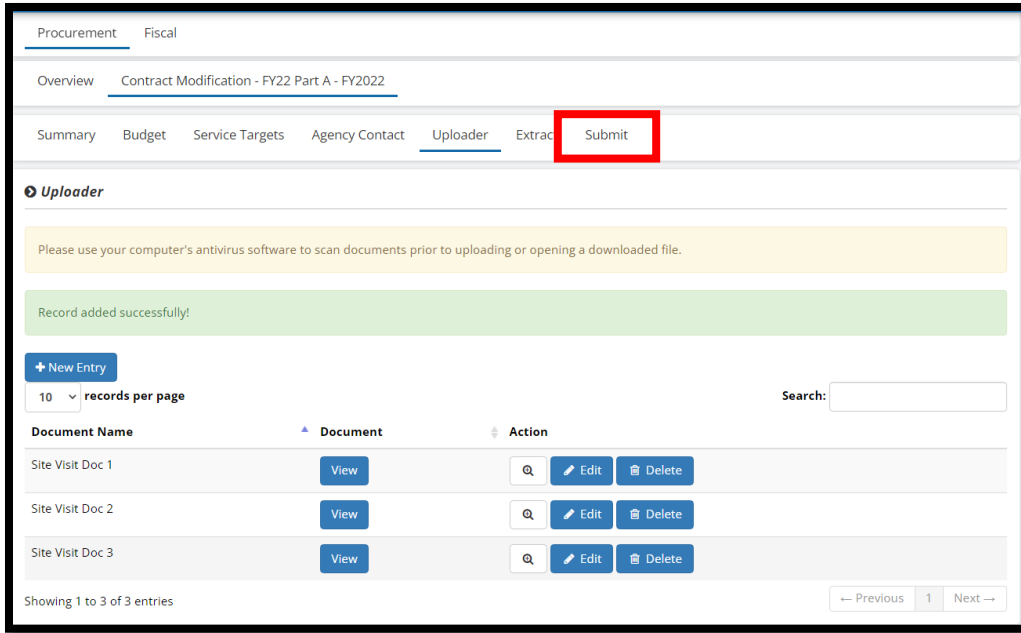
Note: Only PDF, DOC, DOX, JPEG, and JPEG files can be uploaded into the system. If you try to upload an unallowable file type you will receive the following message:



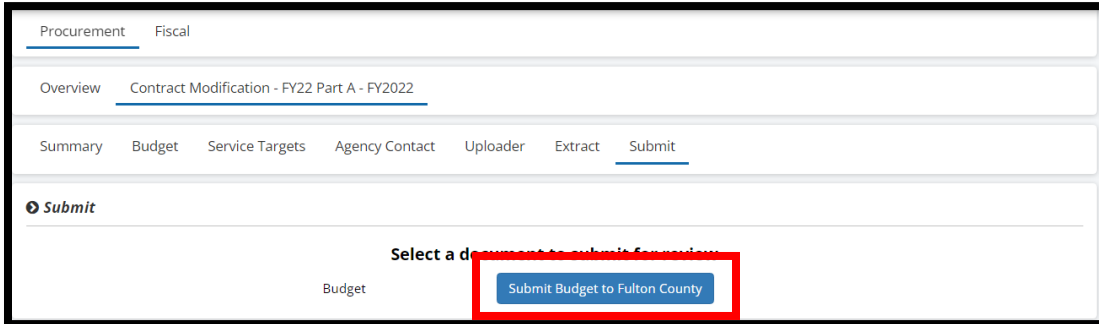
10. Once the desired file is uploaded select **Save**



11. Repeat until all files are saved in the uploader. Then navigate to the **Submit** tab.



12. Select **Submit Budget to Fulton County**.



13. The system will ask for confirmation that you are ready to submit. If you are, **check the box** and select **Submit Budget to Fulton County** again.

